



**State of Louisiana**  
Department of Health and Hospitals  
Bureau of Health Services Financing

July 2, 2013

MEMORANDUM

TO: All Hospital Newborn Request Form Processing Staff

RE: Facility Notification System – Electronic Newborn Request Form

The Department of Health and Hospitals is committed to improving the efficiency of providing Medicaid coverage to newborns of Medicaid mothers. We have developed an automated system to enable expedited processing of the Newborn Request forms submitted by hospitals. While the current system allows for electronic submission of forms, the new Facility Notification System (FNS) will prepopulate fields and reduce duplicate data entry. This system will automate the certification process resulting in expedited Medicaid eligibility decisions.

We will provide training on the Facility Notification System (FNS) for hospital representatives via webinar and teleconference. Training dates and instructions are attached. We strongly encourage you to attend one of the training sessions to learn how to access and use the new Newborn Request system as the old system will no longer be available after the release of the new system. If you are unable to attend, we have provided a user's guide and training video on the system website.

Statewide rollout is targeted for July 2013.

In order to request access to the Facility Notification System, you must submit MVA Form 148E (see attached form), Confidentiality Responsibilities/Agreement to the Eligibility Systems Section at P. O. Box 91283, Baton Rouge, LA, 70821-9283. The access form is also on the Facility Notification System website. You

can access by clicking on the link provided below, then click on Register for Account (found in the left column), complete all fields and print, then sign. Only staff involved with the submission of Medicaid forms should submit a request, sign the confidentiality statement, and be given access to this account.

The Facility Notification System can be accessed several ways:

- Louisiana Medicaid website (**lamedicaid.com**) under the Forms Section
- DHH website (**dhh.louisiana.gov**) click on Medicaid and then Providers (left-hand side of screen), then click Health Standards Section, choose, under Helpful Resources for Medicaid Providers, the Electronic Form 148 link
- <https://bhsfweb.dhh.louisiana.gov/dhh148>

It is our anticipation that this new system will improve efficiencies in our operations and reduce processing times. This system will continue to store forms that were issued by your facility. A User Guide and video are available on this site to help you navigate the system, as well as a link to contact us.

If you have any questions or need additional information, please contact Provider Requests at (225) 342-0706 or by email at [DHHProviderRequests@la.gov](mailto:DHHProviderRequests@la.gov).

Sincerely,



J. Ruth Kennedy  
Medicaid Director

JRK:DSB:dc

Attachments

cc: Medicaid Deputy Directors

## FACILITY NOTIFICATION SYSTEM

### TRAINING INFORMATION

Below are the dates and access information for the Facility Notification System (FNS) Newborn Request Form Training that will be held for hospital staffs. Different login information is required on each date so please refer to the date specific information for the necessary credentials. We recommend that you log on prior to the training to ensure that the hyperlink works properly and to install required software to view the presentation. If you encounter any problems, please contact our office at (225) 342-0706.

Training will be conducted on the following dates. The sessions will only accommodate 100 participants on a first-come-first-serve basis. If you are unable to get in please let us know.

DATE	TIME
Tuesday, July 9, 2013	9:00am-11:00am

**Title:** *Newborn Request Form Facility Notification System Training*

**Date:** Tuesday, July 9, 2013

**Time:** 9:00 AM - 11:00 AM CDT

Please join us for Newborn Request Form FNS training on Tuesday, July 9, 2013 from 9:00am to 11:00am. For audio, dial in using the following conference line information:

Dial (888) 278-0296  
Access Code 2833686

**Space is limited.**

Reserve your Webinar Seat Now at:

<https://www4.gotomeeting.com/register/718312159>

**DATE**  
Thursday, July 11, 2013

**TIME**  
1:00pm-3:00pm

**Title:** *Newborn Request Form Facility Notification System Training*

**Date:** Thursday, July 11, 2013

**Time:** 1:00 PM - 3:00 PM CDT

Please join us for Newborn Request Form FNS training on Thursday, July 11, 2013 from 1:00pm to 3:00pm. For audio, dial in using the following conference line information.

Dial (888) 278-0296  
Access Code 4106499

**Space is limited.**

Reserve your Webinar Seat Now at:

<https://www4.gotomeeting.com/register/906109663>

**System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.6 or newer

Mobile attendees

Required: iPhone®, iPad®, Android™ phone or Android tablet

If you have any questions or need additional information, please contact Provider Requests at (225) 342-0706 or by email at [DHHProviderRequests@la.gov](mailto:DHHProviderRequests@la.gov).